DOCUMENT RESUME

ED 248 359 CE 039 650

TITLE	Job Placement Program. Final Report 1983-84.
INSTITUTION	Hopatcong Borough School District, NJ.
SPONS AGENCY	New Jersey State Dept. of Education, Trenton. Div. of Vocational Education and Career Preparation.
PUB DATE	84
NOTE	37p.; Prepared at Hopatcong High School.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Career Counseling; Databases; *Employment Opportunities; High Schools; High School Seniors; *Information Centers; Information Dissemination; *Job Placement; Linking Agents; *Noncollege Bound Students; Program Effectiveness; Program Implementation; Referral; School Community Relationship; *Student Employment
IDENTIFIERS	New Jersey

ABSTRACT

The Job Placement Program was designed to provide counseling and job placement assistance to work-bound high school seniors as well as information on employment opportunities to all students, whether work or college bound. During the project, members of the senior class at Hopatcong High School in Hopatcong, New Jersey, were surveyed in order to identify those students who intended to find full-time employment after graduation. Next, research efforts were implemented to gather information on entry-level positions compatible with the needs and abilities of these seniors. Project staff developed and maintained contacts with local resource persons in the community in order to obtain leads on new job openings and advertised these jobs to students through a job resource file, daily bulletin board displays, and classroom presentations. Although no seniors were placed into full-time entry-level jobs by the job placement counselor, 34 percent of those students who received referrals from the job placement counselor did manage to find part-time school-year jobs. It was recommended that project staff begin working with employment-bound seniors earlier in the academic year. (Various products of the project are appended to this report.) (MN)

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JUL 25 1984

FINAL REPORT

OF .

JOB PLACEMENT PROGRAM

1983-84

Hopatcong High School
Box 1029
Hopatcong, New Jersey 07843
(201) 398-8803

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Project Director
Vincent Poisella
Coordinator of Guidance

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This project reported herein was conducted pursuant to a contract from the New Jersey Department of Education, Division of Vocational Education and Career Preparation. It was funded under Section 134 of Public Law 94-482.

Project Duration: November 1, 1983
Beginning Date

June 30, 1984
Ending Date

The Contractors undertaking this project were encouraged to express fully their judgments in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official funding agency positions or policies.

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FUNDED UNDER SECTION_____OF P.L. 94-482

PROJECT TITLE: Job Placement Program

LEGAL NAME OF APPLICANT DISTRICT, INSTITUTION OR AGENCY: Hopatcong Borough Schools

ADDRESS: P.O. Box 1029

Hopatcong, New Jersey 07843

PROJECT DIRECTOR: Vincent Poisella

TELEPHONE NUMBER: (201) 398-8803
(Area Code)

ABSTRACT

DESCRIPTION OF PROJECT

(Use this sheet and no more than one other to type in single-spaced form a statement of project objectives, procedures that were followed, state and local priorities emphasized and the expected contribution of the project to vocational education.)

This project was designed to provide counseling and job placement assistance to the work-bound senior as well as on-going job opportunities for the entire student body.

The objectives of this project were: 1) To strengthen the present Guidance and Career services by completing the sequential program begun in the earlier grades of vocational counseling appropriate for all students. 2) To motivate students to attain their full potential by making appropriate choices in selecting job alternatives. 3) To develop employment prospects for all students in need of making the transition from the school experience to the world of work.

Procedures were implemented by a Job Placement Counselor under the supervision of the Project Director. Procedures followed were: surveys of the senior class to identify non-college bound, work-oriented students; research and information of entry level positions compatible with needs, skills and abilities of these students; on-going research and advertisement of part time jobs for the entire student body; establishment of Job Resource Files.

Results of the program included the following: job placement opportunities as a worthwhile completion of the entire high school career education program on-going resources and supportive services as an adjunct to the existing guidance services a consultant service for actual and potential dropouts concerning job opportunities and the establishment of a resource file of available community job opportunities.

INTRODUCTION

1. Problem

In our era of unpredictable economy, and in the total educational environment, schools are gradually assuming the role of preparing students for the work world.

In the Hopatcong Schools a sequence of career education and explanation begins early but ends prematurely.

1) Elementary school classroom experiences promote greater self-awareness as well as an understanding of the importance of work in our world.
2) In our Middle School the unified arts elective program promotes occupational exploration aimed at assisting the individual student in making decisions based on knowledge about himself and and the work world.
3) The High School Career Resource Center coordinated by a teacher and an aide has been the focus of a highly successful career education infusion program over the past three years. In this program, which offers supportive and expanded career/college information and services, including the GIS Service, students begin to center in on their career choices.
4) Guidance and counseling services join with the Career Center resources to assist students in making connections between the school program and future goals.

Despite the multi-faceted preparation serving 775 high school students, the program ends prematurely. Students who have used all existing services are left isolated with nowhere to go. Their unsatisfied need is that little expert assistance is available to match students with available job opportunities. The culmination of years of career preparation ends with the student relying entirely on his own resources.

2. Objectives

To clarify goals, especially of non-goal oriented students and students not served by other programs to begin career plans wisely and with proper preparation.

To conduct an adequate search for entry level positions.

To motivate students to obtain their full potential.

To develop employment prospects for all students in need.

To expand school coordination with businesses and community.

To accomplish these goals the establishment of a job placement counselor position in the Hopatcong Borough Schools was instituted. This concept endorsed, as a priority, the process of assisting students in the transition from their present school environment to their career roles in the world of work.

4. Related Research or Background Information

Local research has taken the form of a current survey of Hopatcong High School graduates. Being the first follow-up survey of graduates in the school's history, the results indicate a need for student awareness of their own career plans and their personal experiences in attaining career goals.

The ten year, five year and one year surveys indicate students who have radically altered career plans, or were uncertain as to the relationship between their career goals. Graduates have stressed a need in these surveys that students should have more guidance in job selection and realistic career planning. Current statistics for the present graduating class indicate that 40% of seniors do not plan on further education and they intend to seek full time employment.

Hopatcong is a community with limited opportunities for employment. It is a former summer residential area with no major industry. The job resources consist mainly of pizza parlors, grocers and gas stations. Students are compelled to seek more promising possibilities outside Hopatcong. Potential can be found in the nearby Ledgewood and Rockaway Malls and the proposed Mt. Olive Trade Zone. At the same time, many students do not have access to a regular means of transportation. This problem is on-going and discourages students from considering jobs in more prosperous areas.

BODY OF REPORT

1. Procedures Used

Although the job placement counselor attempted to serve the needs of all students, a focus centered in on the following groups:

1. Eighth and ninth graders seeking their first part-time job.
2. Potential dropouts, students in the Alternative High School Program, and non-goal oriented students.
3. Seniors making the transition from High School to further education or direct career choice.

The job placement counselor's main role was to offer professional assistance in determining the career interests of the students and match full or part-time jobs to these interests.

She also advised students in the proper preparation for job selection and attainment. In addition, the counselor created and maintained relationships with local business and community representatives to ascertain local job needs.

The following process indicates the general mode of operation in the job placement system:

Students were identified through a survey format followed by student interviews. Job needs were determined mutually through these interviews. The job placement counselor then made contact with potential employers and provided students with letters of introduction to be given to the prospective employer. Follow-up procedures were utilized by survey, interview, and checking of working papers issued through the guidance office.

2. Findings

A. Students using Job Placement Services:

Hopatcong High School Student Polulation	775 students
Total number of students who used Job Placement Services	257 students
Percentage of students using Job Placement Services	33%
Total number of students who responded to follow-up surveys concerning Job Placement Services	96 students
Percentage of students who responded to follow-up surveys	37%
Total number of students who accepted jobs after referral by Job Placement Counselor	41 students
Total number of Job openings advertised	59 job openings
Percentage of jobs filled by referred students	69%

B. Seniors using Job Placement Services for entry level jobs after graduation:

Total number of Seniors	165 seniors
Number of seniors responding to senior survey as undecided or work-oriented	52 seniors (32%)
Number of seniors responding to second senior survey	65 seniors (39%)
Number of seniors requesting post-graduate placement assistance	20 seniors
Number of entry level positions available	16 positions
Final survey responses for placement assistance	7 seniors

Number of seniors who followed through on job referrals	3 seniors
Full-time employment after referral	0 seniors

C. Working papers and job placement:

Total number of working papers issued	157
Number of students issued working papers after referral by Job Placement Counselor	53 (34%)

D. Job opportunities and potential employers:

Number of letters written to potential employers	46
Number of individual letters of reference given to students	47
Number of employers consulted regarding part-time job placement opportunities	85

4. Dissemination Activities Planned and/or Implemented

1. Daily bulletin announcements and bulletin board displays were used to notify students.

2. Resource people in the community were contacted to seek out job opportunities.

3. Classroom presentations were given to students in cooperation with the Career Education Coordinator and the Distributive Education Coordinator.

4. High school staff members were contacted through memoranda and faculty meetings to elicit help.

5. A job resource file was developed.

6. A career interest inventory was selected to direct undecided students toward appropriate placement.

7. The Job Counselor spoke to such community groups as the Rotary to contact community resource people.

8. The County College of Morris placement service became a ready resource for graduating seniors to have available potential sources for entry level positions.

3. Interpretation of Findings

A. Hopatcong High School, with a relatively small student body situated in an area without a large number of job possibilities, provided for its students a free Job Placement Service. Although only one third of the student body utilized the service for job placement, the service fulfilled a need for that specific population.

Students sought out the Job Placement Counselor, were referred to job openings, and in some cases received a job as a result of the referral. However, only 37% of the students offered job opportunities felt inclined to complete follow-up surveys. From the point of view of the potential employer, 69% of job openings were filled by Job Placement Counselor referrals.

B. The Job Placement Counselor planned to serve those seniors who were not planning to attend college, but were either undecided or planned to work after college. In a November survey 32% identified themselves as needing job search assistance, however, as seniors neared the end of their high school program fewer and fewer seniors showed interest in seeking help. The end result, after many overtures, was that no seniors were placed by the Job Placement Counselor in a full-time entry-level position. This senior class was the last class not to have the benefit of the Career Education Infusion Program. Next year's seniors will be the first class to have become aware of job placement career possibilities through the infusion program. The projection is made that the next class would partake more of job placement possibilities due to their increased awareness.

C. An additional input concerning the effectiveness of the job placement program was made through working papers processed. Records show that 34% of the student who applied for working papers from November through June received a job after referral by the Job Placement Counselor.

D. Personal contact with potential employers was followed by letters written to these same employers. Students were given letters of introduction or reference to meet with potential employer contacts.

In general, the overall effect of the program was felt by students and community. Students in need had a service previously unavailable. Students were able to seek guidance and support from a caring and experienced counselor who had already sought out potential employers. The task was completed for the first year, ready for possible expansion.

5. Strategies or Activities Employed to Eliminate Sex Bias and Sex Role Stereotyping

This project was developed in accordance with all districts, state and federal criteria with regard to sex bias and sex role stereotyping. The job placement counselor gave positive direction to all students, referrals, and potential employers regarding this matter. Job opportunities were announced without reference to sex role stereotyping.

SUMMARY

Conclusions and Recommendations

Mrs. Christine O'Connor, the certified counselor hired to implement the job placement program, satisfactorily completed the design formulated in the proposal. The official notification of the grant was made in September, 1983, and interviews were held in October, 1983. Mrs. O'Connor began the program on November 1, 1983.

The shortened eighth month program formed a basis for expansion. Problems encountered in this first year of operation included the following:

1. beginning the program after the school year had opened
2. having a job placement office isolated from the guidance services suite
3. a certain detachment from the student body because the job placement counselor performed only the one function - finding jobs for students.

To offset the problems encountered during the program's initial year, the following recommendations were made by the job placement counselor:

1. The office should be relocated so that the job placement function is no longer isolated from the career education center or the guidance services.
2. An advisory council should be established to function as a support system for job placement.
3. Constant follow-up with students should be arranged so that feedback might be gained concerning student progress in following job leads.
4. A greater emphasis should be made on public relations of job placement role and function.
5. A support group for actual and potential dropouts for job placement opportunities should be formed.
6. Earlier intervention with the work-bound seniors should be made, including career inventory testing for the undecided seniors who have little idea of work preference.
7. Consider the possibility of the job placement counselor having a regular case load of counselees as do the other counselors in the guidance office so that students would identify job placement as one of the guidance services.

Hopatcong High School
Job Placement Program
1983-1984

NJSTWCC JUL 25 1984

Products Resulting From The Proposal

37-2240-470

September 20, 1983 PLEASE POST

HOPATCONG BOROUGH SCHOOLS

POSITION VACANCY NOTICE

POSITION: Job Placement Counselor (One year funded position)

CERTIFICATION: New Jersey Student Personnel Services Certification

CONTACT: James F. Clark
Assistant Superintendent
Hopatcong Borough Schools
P.O. Box 1029
Hopatcong, N.J. 07843
(201) 398-8802

CLOSING DATE: September 30, 1983

HOPATCONG BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER

PARENTS
TEACHERS
CHILDREN
COMMUNITY
ADMINISTRATION

HOPATCONG BOROUGH SCHOOLS

Offices of the Superintendent

Dr. Wayne L. Threlkeld
Superintendent

Mr. James F. Clark
Asst. Superintendent
and Board Secretary

October 18, 1983

Mrs. Christine O'Connor
49 Highland Avenue, RD #1
Andover, N.J. 07821

Dear Mrs. O'Connor:

I am pleased to inform you that you have been selected by Mr. Vincent Poisella, Coordinator of Guidance Services, to serve as a Job Placement Counselor at Hopatcong High School for the 1983-84 school year (12 month position). This assignment has been based on the 4th step, MA guide ($15,066.00) x 1.2 for a 12 month position or an annual salary of $18,079.00, pro-rated, effective November 1, 1983.

Please be advised that formal confirmation of your employment will be made by the Hopatcong Board of Education at their regular meeting on November 21, 1983. Kindly forward to me your original New Jersey certificates which must be duly recorded in the Sussex County Superintendent's office and an original transcript.

If you have any questions regarding your employment, please do not hesitate to contact me.

Very truly yours,

James F. Clark
Assistant Superintendent
and Board Secretary

JFC:ls

cc: Dr. Threlkeld
Mr. Poisella

BEST COPY AVAILABLE

P.O. Box 1029 Hopatcong N.J. 07843 Phone (201) 393-8331

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

TO: F. Koenig

FROM: V. Poisella

DATE: November 22, 1983

RE: Article for In Focus

GUIDANCE UPDATE

High School Guidance has a new addition ... a Job Placement Counselor. On November 1, Mrs. Christine O'Connor joined the Guidance Services staff and assumed her new role.

The Job Placement Counselor position is funded by the State Division of Vocational Education. Vince Poisella, Coordinator of Guidance, has sensed a need for this specialized service for a few years. The grant proposal noted:

> "...Despite the multi-faced preparation serving seven hundred high school students, the program ends prematurely. Students who have used all existing services are left isolated with nowhere to go. Their unsatisfied need is that little expert assistance is available to match the student to available job placement. The culmination of years of career preparation ends with the student relying entirely on his own resources."

In order to fill this gap, Mrs. O'Connor has set priorities; her main focus is the Senior who has no plans after graduation. Chris has surveyed the Senior class to identify these students; to date one third fall into this category. Next she will follow up with individual interviews.

In addition, Chris will distribute student working papers. At this point, Chris is concentrating on making her role known to school and community. Chris welcomes anyone who could benefit from her services as well as the "friendly" visitor.

VP:mo

HOPATCONG HIGH SCHOOL

TO: Staff

FROM: Chris O'Connor, Job Placement Counselor

DATE: February 3, 1984

RE: Employment for Students

As a Job Placement Counselor, I'm always in the market for new resources. I'm wondering if you might assist me in my on-going search. Any information you can share will be greatly appreciated.

Seniors without future plans are my priority. I am trying to establish contacts with established businesses who hire high school graduates, and/or provide training with upward mobility. Do you know of any company, small business, or individual who can offer any of the above opportunities?

Also, I am starting to look for part and full-time summer employment. I am especially interested in local opportunities or jobs that are not too distant for our students. Do you have any contacts or suggestions for future job openings?

I'd be most happy to talk with you and I am available from 8:00 A.M. to 3:00 P.M. in the Student Activity Center.

Thanks for your anticipated cooperation!

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

TO: Mr. James Clark, Assistant Superintendent
Mr. John Auwerda, Principal
Mr. Vincent Poisella, Coordinator of Guidance

FROM: Christine O'Connor, Job Placement Counselor

RE: Practicum for Professional Workshop at Rutgers University on January 12, 1984

Recently I attended the above named workshop sponsored by the Rutgers University Career Development and Placement Services. In my personal opinion, this was an excellent professional workshop. The format was four career counseling situations that were presented in the form of role play by an experienced counselor and a coached client. The case studies were then processed, analyzed and evaluated by the audience. Three counselees were college bound and one was preparing for work following his graduation.

The goals of the workshop were:

1. examine and develop your own counseling style.
2. to become aware of career counseling models through observation and participation.
3. to provide a state wide exchange of counseling information.
4. to explore current career counseling issues.

The above goals, I felt, directly relate to my role and professional development.

From this workshop, I collected several materials, I utilized one counselor's strategy in job placement and I met another Job Placement Counselor whom I intend to consult further. The workshop was well planned and the choice of speakers was impressive. I have no hesitation in maintaining contact with the Career and Placement Services at Rutgers and considering any of their future workshops.

CO:mo

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

TO: Mr. Poisella, Coordinator of Guidance
Mr. Auwerda, Principal
Mr. Clark, Assistant Superintendent

FROM: Christine O'Connor, Job Placement Counselor

RE: Workshop Attendance on January 26, 1984, at NJVERC, Old Bridge, New Jersey

DATE: February 9, 1984

This workshop was geared specifically to Job Placement Coordinators in New Jersey. The purpose was to update and provide information for job placement coordinators. The format was a series of talks by staff from the State Department of Vocational Education. Topics covered by state personnel were: "The Role of Job Placement in FY85", "Sharing of Funded Project Information","Child Labor Laws: An Update", and "The Job Training Partnership Act - The Role of Job Placement". All of these talks were useful and gave me an overview of my position in relation to the state. It was further encouraging to hear that the Department of Education feels that Vocational Education is a current priority.

Another talk given was "A Systemized Transition from School to Employment" (A Nationally Validated Program). The speaker was Joseph Westervelt, Job Placement Coordinator from the Wayne School District. For me, this particular presentation was the most valuable. I have saved his packet of materials for future reference and a lot of his forms and techniques are good models for me.

In my opinion, this was an enlightening and productive workshop. I was able to meet other Job Placement Counselors, exchange information, and share common concerns. As a result of this meeting, all Job Counselors were asked to assist with developing a state wide manual by meeting with Job Counselors in neighboring counties. Consequently, I'll be meeting with Glen Cohen from Sussex Vo-Tech and Rosemary Casperson from Morris Knolls on February 17th in my office.

CO:mo

Christine O'Connor

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

TO: Mr. Vincent Poisella, Coordinator of Guidance
Mr. John Auwerda, Principal
Mr. James Clark, Assistant Superintendent

FROM: Christine O'Connor, Job Placement Counselor

DATE: March 27, 1984

RE: Vocational Educational Association of New Jersey Convention on March 22, 1984

Because I am a new Job Placement Counselor, I try to take advantage of all relevant workshops and seminars. With this rationale, I attended the Vocational Educational Association Convention. The seminars I chose were entitled: "High Technology or New Technology: Buzz Word on Reality" and the opening address "Creating Partnerships for Excellence in Vocational Education". This speech was delivered by Doctor Gordon Ascher, Assistant Commissioner, Division of Vocational Education.

In my opinion, the convention was very worthwhile but more pertinent to teachers of Vocational Education. I did not stay for the entire agenda because I felt that I should attend to duties directly related to my Job Placement role.

HOPATCONG CAREER EDUCATION PROGRAM

The Hopatcong School Career Education Job Placement Program in cooperation with the Hopatcong Rotary Club is interested in determining those students available for part-time and/or summerwork. Should you desire to participate, please complete the information below and return to me in care of Hopatcong High School Guidance Services.

If you have any questions contact:

Mrs. Christine O'Connor
Job Placement Counselor
Hopatcong High School
398-8803, Ext. 297

- -

TO: Hopatcong Rotary Club DATE _____

STUDENT NAME _____ GRADE _____

ADDRESS _____

PHONE NUMBER _____ AGE _____ DATE OF BIRTH _____

TYPE OF WORK DESIRED _____

PART-TIME

After School _____
Weekends _____
Summer _____

Full-Time Summer _____

Voluntary Work _____

Paid Work _____

TRANSPORTATION

Own Car _____
Parents _____
Local Bus _____
Walk _____

Do you have a Driver's License?

Yes ____ No ____

Check Special Interest Areas

____ Advertising	____ Cook	____ Landscaping
____ Animals	____ Custodial	____ Lifeguard
____ Art	____ Delivery	____ Nurse's Aide
____ Auto Mech.	____ Dietary Aide	____ Restaurant
____ Babysitting	____ Dishwashing	____ Sales
____ Banking	____ Electronics	____ Secretarial
____ Camp Counselor	____ Factory	____ Service Station
____ Cashier	____ Fast Foods	____ Sewing
____ Clerk	____ Filing	____ Stock
____ Construction	____ Hospital	____ Other

List any Special Skills (Typing, painting, etc.)

_____ _____ _____ _____

Student Signature _____

I have read the above and give my consent _____
Parent or Guardian

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

SENIOR INTERVIEW

NAME _____ DATE _____

1. Do you have a job now? If so, what and where is it?

_____

2. What kinds of past job experiences do you have?

_____

_____

3. What are your strongest characteristics for good job performance?

_____

4. What characteristics will interfere with good job performance?

_____

5. Are you willing to be trained for a future job?

_____

6. How will you dress for an interview?

_____

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

SENIOR CLASS SURVEY

DATE: _____

1. NAME: _____

   ADDRESS: _____

   _____

2. Do you plan on any further education after graduation?

   Yes _____ No _____ Undecided _____

3. If not, what are your plans? _____

   _____

4. If you want a job, what kind of work interests you?

   _____

5. What means of transportation do you have for traveling to a job site? _____

6. How far are you willing to travel from home to work?

   _____

Thank you!
Mrs. O'Connor
Job Placement Counselor

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

FINAL SENIOR SURVEY

According to my last survey (April, 1984), you requested job placement assistance.

1. Did you follow up on my job leads?

   Yes _____ No _____

2. If you did, how did you make contact - phone, in person inquiry, or other?

   _____

3. Do you have full time employment after graduation?

   Yes _____ No _____

4. If yes, please state the name of your company and/or employer?

   _____

5. If yes, is it a result of any of my leads?

   Yes _____ No _____

6. Do you want or need any further assistance from me before graduation?

   Yes _____ No _____

Thank You and Good Luck,
Class of 84!

Mrs. O'Connor
Job Placement Counselor

JOB SEARCH FOLLOW-UP

Kindly fill out this form and return to me or Mrs. O'Brien in the Guidance Office within five days. I hope my leads will be helpful.

1. Were you able to follow through on any of my leads?

   Yes _____ No_____

2. If you did, how did you make contact - through phone, in person inquiry or other?

3. Did you have an interview? Yes _____ No _____

   If so, please comment

4. Did you accept a job offer with any of my leads?

5. If you do eventually get a job, please let me know.

Thanks for your cooperation!
Mrs. O'Connor
Job Placement Counselor

NAME: _____ DATE: _____

GRADE: _____

According to my records you have contacted me regarding a job. This questionnaire is a follow-up to your inquiry. Kindly answer the following and leave your response with Mrs. O'Brien in the Guidance Office.

1. Are you currently working or have you been employed temporarily during the last two months?

   _____

2. If so, where and give a brief statement as to how you like or dislike the job?

   _____

   _____

   _____

   _____

3. Would you recommend your place of employment to a friend?_____ Why or why not? _____

   _____

4. In your own words, state what you have learned from your working experience and how it has helped you?

   _____

   _____

   _____

Thank you!
Mrs. O'Connor
Job Placement Counselor

CO:mo
1/4/84

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

Monthly Report: Job Placement Counselor - November, 1983

The position began November 1, so "starting" procedures were necessary such as organizing my office, reading materials, obtaining supplies, etc. Because Seniors are a priority, a Senior Survey and follow-up form were designed. The survey was implemented by five visits to Senior English classes. Results indicated a total of 158 responses; 53 said they were undecided or had no plans after graduation; 106 responded with post-secondary education.

After the first week, students in search of part-time jobs began coming to the Job Placement office. As of November 27, forty students were interviewed with questions such as past working experience, long and short range career goals, means of transportation and motivation for seeking a part-time job. A minimum of two follow up contacts were made on the above and record keeping was done on each student. In response to the need for part-time work, three field trips were made to the Hopatcong area, Rockaway and Ledgewood Malls. To date, five part-time job placements were made, six letters of reference were written and six reference checks were made.

Other duties included: a visit with Glen Cohen, Job Placement Counselor at Sussex Vo-Tech, attendance at an In-Service Workshop entitled: Resources for Career Counseling and a meeting with the D.E. and C.I.E. staff, and one article written for publication in In Focus.

Plans for next month include a follow-up questionnaire with Seniors and a meeting with Peter Chletsos to determine appropriate analysis measures for the Job Placement position.

CO:mo

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

Monthly Report - Job Placement Counselor - December, 1983

The following report accounts for work activity from November 30, 1983 to December 20, 1983. In this time period, a total of forty-nine students were seen by the Job Placement Counselor. Of that number, eleven students had more than one contact and twenty seniors received individual interviews. Nine reference checks and nine letters of introductions were written for students pursuing part-time work. Additional tasks included attending the monthly meeting of the Sussex County Guidance Association; two days in the Career Center -- once for the purpose of a "hands-on" approach to career instruments such as the GIS Computer, the Occupational Index and the Career Game. In a second session, I plan to meet with the U.S. Army personnel regarding testing services that assist students in career choices.

Projections for January are to complete senior interviews and to begin job searches for this populace. There is a possibility I will be visiting all eighth grade classes in the district to inform them of career awareness programs in the high school. A date is still pending for a meeting with the school Psychologist to implement an evaluation method for the Job Placement Counselor position. I also plan to attend an In-Service Workshop at Rutgers University.

CO:mo

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

Monthly Report - Job Placement Counselor - January, 1984

This report accounts for activity from January 3, 1984, to January 31. During this time period, there has been one delayed opening and two school closings due to snow. Also, I have attended two professional workshops which I felt were very worthwhile. To date, one written evaluatory report has been submitted.

In the beginning of the month, before exams, I focused on individual interviews with seniors who have no post-graduation plans. Twenty-five interviews were completed from January 3 to January 11, 1984

After exams, students renewed their interest in part-time job openings. Thirty-seven inquiries were made regarding work opportunities. In order to meet these requests, twelve jobs were advertised. In addition one free extension course in camp counseling was posted. Seven reference checks were made and two letters of introduction were written. To the best of my knowledge, one actual placement resulted from the above efforts.

According to my records, fifty-one students inquired about part-time jobs during November and December of 1983. In an effort to follow up, fifty-one questionnaires were forwarded to these students. Attached to this report is a sample copy of the questionnaire. Twenty-eight of the fifty-one forms were returned to me. Eighteen of the twenty-eight responding students indicated they have been or are currently employed part-time in the last two months.

In an effort to thank prospective employers for their cooperation, five letters were sent with enclosed business cards.

Future plans include: meeting with current eighth grade students to inform them about working papers and obtaining a Social Security card; meeting with a sales representative of Job Matching II which may lead to the purchase of test materials for undecided Senior students and arranging public relation meetings with the Rotary and Chamber of Commerce.

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

Monthly Report - Job Placement Counselor - February, 1984

This report accounts for the month of February. During this time frame, students were on vacation the week of February 20 to February 24.

Activities for the month included: designing and distributing follow-up forms to students who responded to leads advertised in the school bulletin; designing and distributing survey forms to the teaching, administrative, and clerical staff of the high school; four visitations to eighth grade classes to inform them of Social Security cards and working papers; three field visits to Ledgewood and Roxbury Malls for Public Relations and job leads; one consultation with Mr. Nazarro, Director of Placement Services at Morris County College; attendance at a meeting of the Sussex County Guidance Association; one consultation with a representative from the State Department of Vocational Education; and one meeting with Rosemary Casperson, a Job Placement Counselor from Morris Knolls. Rosemary and I conferred on reviewing a state manual for Job Placement Counselors throughout the State.

In reference to follow-up forms: 53 students inquired about part-time job advertisements; 28 returned the follow-up forms; 15 out of 28 followed my leads and 5 students accepted job offers.

From the survey forms distributed to teaching, clerical and administrative staff, two teachers responded with suggestions for resources.

Another activity not noted in the above report is a meeting I had with Mr. Rubin, a sales rep from Edu Systems. Mr. Rubin came to see me about Job Matching II, a test I am considering for my senior student clientele.

Projections for March include more research into testing resources for seniors, a presentation to the Hopatcong Rotary Club, continued field visits to local businesses for Public Relations and job opportunities and follow-up with the Guidance Staff to determine any additional seniors in need of my specific service.

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HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

Monthly Report - Job Placement Counselor - March, 1984

Activity for the month of March began on March 1st with a presentation to the Hopatcong Rotary Club. Mr. Poisella and I gave a brief talk on the role of Guidance Services and Job Placement in the High School. Following that luncheon, one of the members invited me to a Chamber of Commerce dinner, but it was cancelled due to snow.

The duration of March included three field trips to the Ledgewood and Roxbury Malls in search of job opportunities. Seven part-time openings were advertised as a result of these trips. In addition, 25 letters of reference were written for students interested in local jobs.

Other duties performed were assistance with Proficiency and Minimum Basic Skills testing on four occasions. Currently, senior students are taking a Job Preparation Course sponsored by the National Guard. Consequently on March 12 and March 19, I visited each class and spoke to seniors about the necessity of having a resume for my placement service.

On March 23, in conjunction with Dale Salomone and George Malanga, I visited three junior General English classes to explain my role in relation to their vocational needs in their senior year.

According to my records, 84 students made job inquiries from March 1 to March 27. Of the 84, 14 returned their Job Search Follow-Up forms. Ten students followed up on my leads and four did not pursue. One job placement was made from the above numbers.

On March 22, I attended the New Jersey Vocational Education Association Convention in Parsippany. The following week I forwarded a report on the convention to Mr. Poisella, Mr. Auwerda, and Mr. Clark.

Projections for April are to purchase testing materials and to focus on senior students who plan to work after graduation and have not had an individual interview by me.

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

Monthly Report - Job Placement Counselor - April, 1984

April seemed to be a "short month" due to four days of illness and the Spring vacation.

My primary focus for this month was to follow-up on Seniors who have not committed themselves to further education. Consequently, I advertised through the daily bulletin that I needed to interview fifty-eight Seniors. Of the fifty-eight, nineteen students responded and sixteen stated they are interested in my assistance. In response to this need, I spent a day at Morris County College Career Center. From the center, I was able to obtain a list of twenty-six companies that offer entry level positions. To date, sixteen inquiries have been made to the above companies and ten leads have been established. Fourteen thank you letters were sent to prospective employers of Senior students.

According to my records, thirty-three students made inquiries about part-time employment from April 2 to April 24. Of the thirty-three, ten responded with Job Search Follow-Up Forms. Of the ten responses, nine followed through on my leads and two students accepted job offers.

In April, three job search excursions were made and eleven jobs were advertised.

Miscellaneous activities included two meetings: one with my supervisor and one with the Superintendent and the Assistant Superintendent.

Projections for May are to continue researching entry level positions for Seniors, ongoing research and advertisement of part-time and summer employment, a written report accountable for future plans of Seniors in my file and an evaluation of how many students I've placed and/or influenced to seek employment since my program began. I am also considering a field trip to Taylor Business School with interested students.

Christine O'Connor
Job Placement Counselor

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

Monthly Report - Job Placement Counselor - May, 1984

This report covers work activity from April 30th to May 31st.

During this month, two field trips were made in search of part-time job opportunities. Ten positions were advertised and severty-six students responded with inquiries from April 24 to May 21. Of the seventy-six, twenty-two students submitted job search follow-up forms. Seventeen indicated they followed through on my leads and five said they did not. Six students accepted job offers from my leads.

My main concern this month was the senior who intends to work full-time after graduation. Consequently, I advertised daily that any senior wanting assistance should refer to me for leads. Sixteen seniors took advantage of my offer and were given leads for entry level positions. At this point in time, I do not know how many seniors followed through on my leads. I have designed a follow-up form specifically for these seniors and I'm waiting approval from Mr. Poisella.

Miscellaneous activities include: submitting a statistical report to Peter Chletsos for evaluation of Job Placement; a meeting with Margaret Rozger from Job Partnership Training Act. My role with Job Partnership (formerly CETA) is a liaison and coordinator. I also had a meeting with the Personnel Director at Parsippany Hilton. The outcome was fifteen entry level positions. On May 31, I accepted an invitation from Taylor Business Institute to accompany interested students on an orientation day. On May 7, I had an evaluation session with Mr. Poisella and on May 22, I had a conference with him regarding my employment status.

Future plans include a meeting with Peter Chletsos regarding his evaluation of Job Placement; attendance at Sussex County Economic Development Day; an evaluation conference with Mr. Auwerda and Mr. Grajewski and a senior accountability report to Mr. Auwerda.

HOPATCONG HIGH SCHOOL

GUIDANCE SERVICES

Monthly Report - Job Placement Counselor - June, 1984

This report covers work activity from May 21st to June 22, 1984.

My records indicate that thirty-nine students made job inquiries during the above time frame. There were fourteen jobs available. Twelve of the thirty-nine students returned their Job Search Follow-up forms. Five students followed through on my leads via phone or personal contact. Three students accepted offers resulting from my leads.

On June 7th and June 8th, I devoted four periods to final surveys for work bound seniors. Twenty students had requested job placement assistance and seven responded to the survey. Three of the seven followed through on my leads, but no one said they found full-time employment.

Miscellaneous activities included attendance at Economic Development Day on June 6th, two evaluation sessions with the Principal and Vice Principal on June 6th and June 20th. Final business involves meeting with Mr. Chletsos and Mr. Poisella to collaborate on the state report for fiscal year 1984 due July 30, 1984.